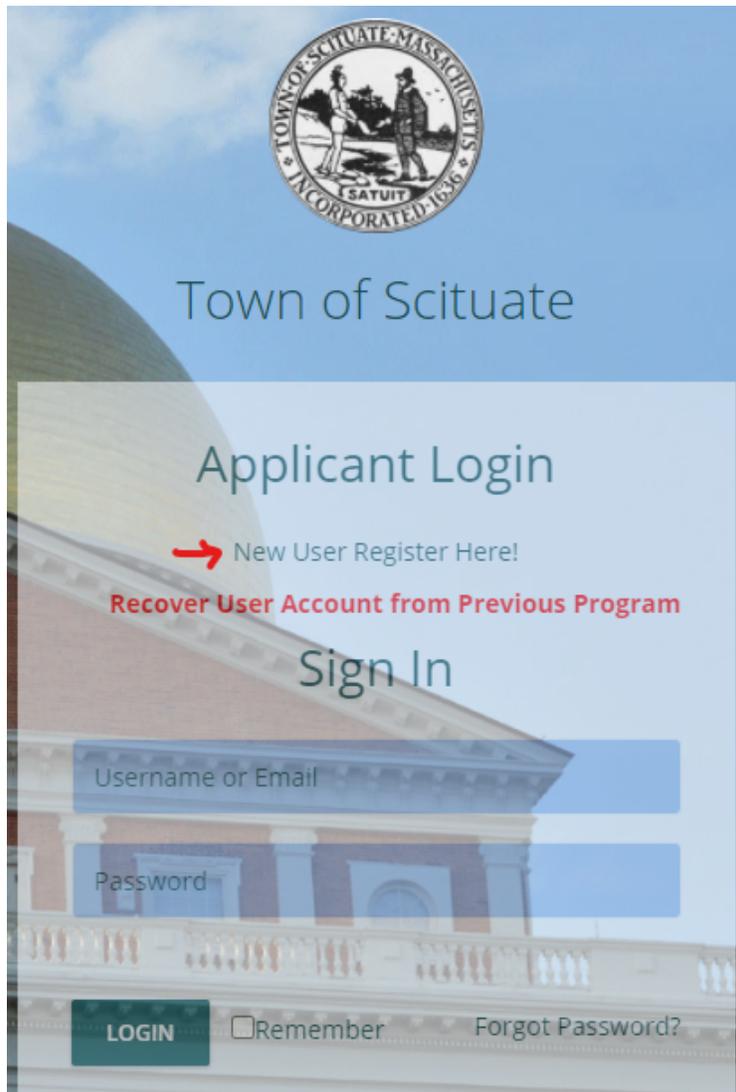


IMPORTANT!! Check your Online Permitting Home Page often for status updates, fees and chats

Open a web browser to connect to the [Applicant Login Sign In](#) website, as shown below.
(Google Chrome and Mozilla Firefox are the recommended browsers for accessing PermitEyes)
DO NOT USE INTERNET EXPLORER.

<https://permiteyes.us/scituate/loginuser.php>



Town of Scituate

Applicant Login

→ New User Register Here!

Recover User Account from Previous Program

Sign In

Username or Email

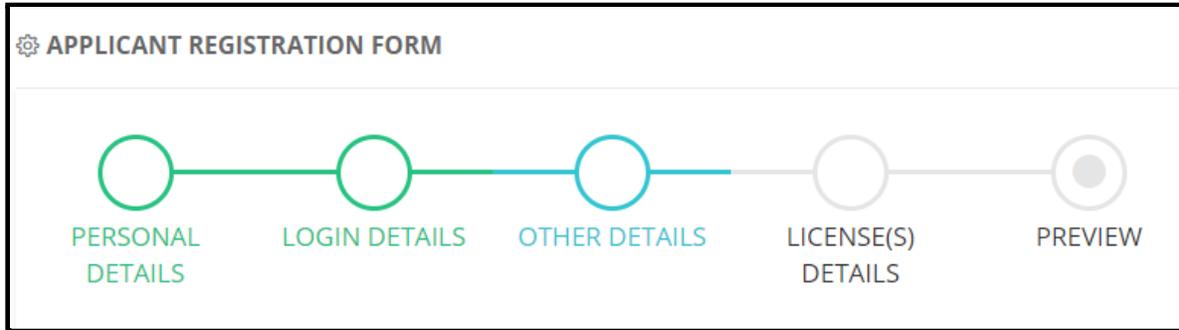
Password

LOGIN Remember [Forgot Password?](#)

Create a new user account by clicking on the link [New User Register Here!](#)

Follow the steps by providing your relevant profile information on the Applicant Registration Form. In your user profile, you can save your applicant and establishment information. This will allow the

program to pre-fill your details saved from your profile onto any new application forms, saving time in the future. Please keep in mind that registering your user profile is NOT the same as submitting a new Application.



Once account registration is confirmed, log into Permiteyes with your username / password credentials, then click onto **NEW APPLICATION** and select the respective Board of Health permit for the upcoming year. When your Application is submitted, you may attach any important documentation (like ServSafe, Allergen Awareness Training Certifications, etc.) using the **PAPERCLIP**  icon.

Click on the "eye" () icon to view the status of your permit application. Town Staff may use the “chat” feature for any questions or to let you know if additional information or documents need to be uploaded. You can chat back by clicking on the chat bubble icon ().

New Application

Click on **New Application** at the top left of your Homepage to apply for a permit/certificate.

The screenshot shows the 'Welcome To Scituate Online Permitting' homepage. At the top left, there are 'HOME' and 'NEW APPLICATION' buttons. Below them are navigation tabs for 'All Dept', 'BLDG', and 'BOH'. A table lists application entries with columns for Ap. No., Appl. Date, Issue Date, Expiry Date, Est. Name, DBA, Estab. Address, Parcel Number, Appl. Type, Status, and Permit Number. The table contains 10 rows of data, all with a 'Pending' status. At the bottom left, it says 'Showing 1 to 10 of 10 entries' and at the bottom right, there is a pagination control showing '1'.

Select the **BOH department** and click onto the **Board of Health Permit** that you want to apply for:

Homepage

Shows all submitted applications, including permit details and the status of the application.

Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
41175	10/14/21		0 A St	Applicant Test	Test P Owner	TFE		Pending
41174	10/14/21		0 A St	Test Establishment Fct	Test P Owner	FEPR		Pending
41173	10/14/21		0 A St	Applicant Test	Test P Owner	CR		Pending
41172	10/14/21		600 Chief Justice Cushing Hwy A St	Applicant Test	Test P Owner	FMP		Pending
41171	10/14/21		0 A St	Applicant Test	Test P Owner	FE		Pending
41148	10/13/21		0 A St	Test Business Owner	Test P Owner	FE		Pending
41101	10/08/21		0 A St	Applicant Test	Test P Owner	TFE		Pending
41100	10/08/21		0 A St	Applicant Test	Test P Owner	FEPR		Pending
41099	10/08/21		0 A St	Applicant Test	Test P Owner	FMP		Pending
41098	10/08/21		0 A St	Applicant Test	Test P Owner	CR		Pending

Edit Profile

Click onto the applicant name at the top right corner to edit/update any profile information submitted during registration.

Change Password

A registered user can change their password.

Log Out

Click to exit the online permitting program.

Click on the  icon to view the status panel. This will open up the Transactions Monitor outlining the process flow of the submitted application.

Transactions Monitor

Status of application process & permit requirements.

The screenshot displays the 'Transactions Monitor' interface. At the top, there are navigation buttons for 'HOME' and 'NEW APPLICATION', and a user profile for 'Applicant Test'. Below this is a search bar and a table of application entries. The table has columns for 'Ap. No.', 'Appl. Date', 'Issue Date', 'Site Address', and 'Applicant'. A sidebar on the right, titled 'TRANSACTIONS MONITOR', shows details for application 41175, including sections for 'Sign Off', 'Checklist', '\$ Pay Fee', 'Issue Permit', 'Schedule Inspection', and 'Inspection'. Red arrows point to the paperclip, chat, and pencil icons in the sidebar.

Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

Click on the **pencil**  icon to edit the application form.

Click on the **arrowhead**  /  icon to expand/collapse the details of each transactional workflow.

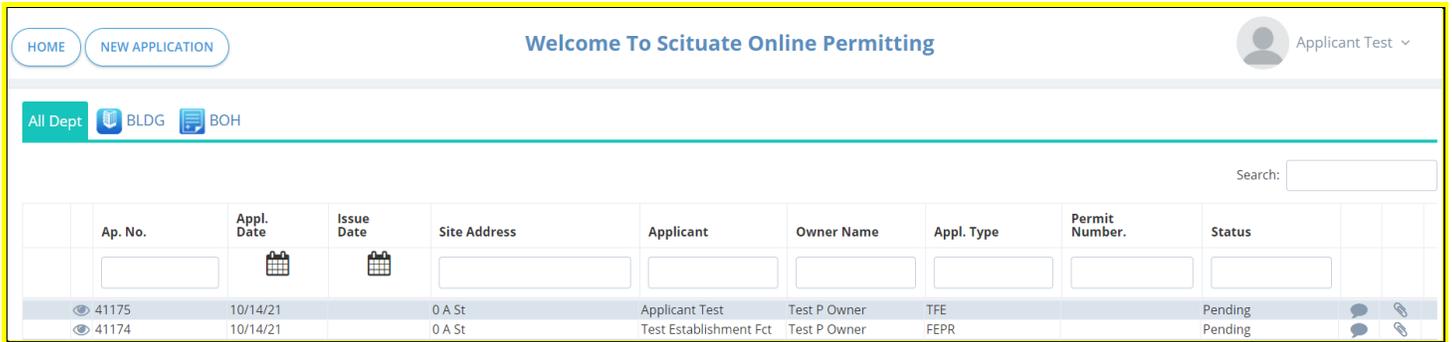
Once the application fee is calculated, click on the **PAY NOW**  button to make an online payment transaction. An online payment transaction interface will open and clicking on the submit button will redirect you to the banking portal to complete your online payment.

The screenshot shows the 'Online Payment Transaction Interface'. It displays application details: Application Id: 41171, Customer Name: Applicant Test, Location: 0 A ST, Permit: Food Establishment. A table lists the payment amount of \$10.00 with a 'VIEW' button. The total amount to be paid is \$10.00.

The screenshot shows the 'UNIPAY' online payment interface. It displays a cart with one item: Permits for \$30.00. The total amount is \$30.00. Below the cart, there are logos for accepted payment methods: American Express, VISA, MASTERCARD, and DISCOVER.

Otherwise, use the **chat**  function to contact the Town Hall about alternative methods of payment (ie. cash, check, etc.).

Explanation of column headers located on the Homepage



Ap. No.	Appl. Date	Issue Date	Site Address	Applicant	Owner Name	Appl. Type	Permit Number.	Status
41175	10/14/21		0 A St	Applicant Test	Test P Owner	TFE		Pending
41174	10/14/21		0 A St	Test Establishment Fct	Test P Owner	FEPR		Pending

Ap. No) Auto-generated # sequentially assigned when application is submitted. This is a searchable field by inputting into the open text box field.

Appl. Date) Displays the date that the application was submitted. Click onto the calendar icon to specify a date range.

Issue Date) Displays the date that the permit was issued. Click onto the calendar icon to specify a date range.

Site Address) Displays the Establishment address that was submitted on the application. This is a searchable field by inputting into the open text box field.

Applicant) Displays the Applicant’s Name submitted on the application form. This is a searchable field by inputting into the open text box field.

Owner Name) Displays the Property Owner Name of the Establishment. This is a searchable field by inputting into the open text box field.

Appl. Type) The abbreviated code for the type of permit you applied for. Hover over the abbreviation to see the full description of the named permit application.

Permit Number) A permit number will be displayed in this column when the permit is issued.

Status) The current status of your application will be displayed in this column. This is a searchable field by inputting into the open text box field.

Click on the **chat**  icon to send an instant message communication between the applicant and Town Hall admin.

Click on the **paperclip**  icon to initiate a panel for submitting attachments requested/related to application type.